



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	SITA/20240916/1910
BPS Vacancy Number:	VAC00770/25
Job Title:	Senior Manager: Commercial Audit Assurance Services
Job Level:	D5
Vacancy Type:	Internal & External
Salary Range:	R1035817.00 - R1553726.00
Organisation Name:	State Information Technology Agency
Division:	IA: Exec Internal Audit
Department:	IA: Commercial Audit Assurance Services
Employment Type:	Permanent
Location:	Erasmuskloof
Number Of Openings:	1

Purpose of Job:

The incumbent will be responsible to conduct consulting assignments in the review of SITA strategic documents, give Supply Chain Management (SCM) Probity Audits and Revenue Assurance Services team advice and input, and set performance standards and guidelines for Internal Audit division to help improve the long term efficiency and effectiveness of the division. Planning, Execution and Reporting of planned engagements as per the approved Internal Audit Plan to the Audit, Risk and Compliance Committee (ARCC) and Board, Planning, Execution and Reporting of Integrity Reviews on tenders above R10 million, including RFA's and RFP's to the Executive Bid Adjudication Committee (EBAC), Bid Procurement Committee (BPC) and the Board. ? Management of the Commercial Audit Assurance Services team (People Management). Development and the management of the budget (Financial Management) Management of clients and service providers (internal and external) together with committees (Stakeholder management) Ensure that all engagements are performed in line with applicable Internal Audit standards (IPPF), and also other applicable legislation (PFMA, NT, PPPFA, SCM Policy, Constitution, SITA Act etc). (Governance) Provide governance, risks and control services within the SCM environment.

Responsibilities:

?Update the annual Internal Audit strategic documents, Strategic and detailed operational audit schedules/plans for SCM and Revenue Assurance Services (SCM& RAS), in accordance with the acceptable audit standards by conducting a wide risk enterprise assessment and within the stipulated timeframe so that an effective and efficient audit process exists to assist management and the board in achieving the strategic objectives.
 ?Assist in preparation of EXCO and the Audit and Risk Committee factual audit reports on significant findings and recommendations, audit activities and progress against the annual audit plan in line with the audit cycles as approved by the Board/Audit Committee
 ?Utilization of the audit software / tools / resources to support / assist the Internal Audit function to perform their responsibilities / work the more effective and efficient
 ?Manage relationships with Clients (with Auditees) and stakeholders through regular liaison and consultations with the objective of achieving improved client satisfaction
 ?Ensure effective management of resources (i.e. budget/finances, asset) within the Unit
 ?Ensure effective Human Capital Management (Leadership)
 ?Performance of Planned Engagements as per Internal Audit Plan and ad-hoc audit engagements

Qualifications and Experience:

Minimum: 3?4-year National Higher Diploma / National First Degree in Accounting and/or Internal Audit / NQF level 7 or a verified / certified alternative equivalent @ NQF Level 7 with the equivalent credits of a National Qualification.

Experience: 8 ? 9 years' experience in an audit, SCM probity or integrity audit reviews and internal audit field of which 5 years should be at middle or senior management level. The incumbent will be required to engage with various stakeholders/role players and to travel nationally/internationally, as and when required and comply with IIA(SA) code of conduct. Added advantage, should have served Internal Audit Articles with IIA SA or South African Institute Chartered Accountants articles with SAICA under a training office.

Knowledge:

Understanding of various and relevant legislation; Knowledge of finance and accounting systems and practices; Professional Standards for the Practice of Internal Auditing; Internal Audit Principles; Project management; Policy Review; Risk Management; People management; Business advisory; Risk Based auditing; Analytical; SCM probity or integrity reviews ; Monitoring and Reporting; Auditing skills; Data analysis; Project management skills; Agile audit approach; Report writing skills; Facilitation and presentation skills. Personal Attributes: Agility, Innovation, Integrity, Collaboration, Customer Centricity, Empathy.

Technical Competencies

Project/Programme Management

The management of projects/programmes, typically (but not exclusively) involving the development and implementation of business processes to meet identified business needs, acquiring and utilising the necessary resources and skills, within agreed parameters of cost, timescales, and quality. The adoption and adaptation of project management methodologies based on the context of the project and selecting appropriately from predictive (plan-driven) approaches or adaptive (iterative/agile) approaches.

IT Risk Management

The planning and implementation of organisation-wide processes and procedures for the management of risk to the success or integrity of the business, especially those arising from the use of information technology, reduction or non-availability of energy supply or inappropriate disposal of materials, hardware or data.

Corporate Governance

Company Secretary, Legal, Internal Audit, Risk management

Leadership Competencies

Collaboration

Initiating, developing and maintaining cooperative relationships with individuals and groups within a particular business/ industry/ region. Relates to relationships with colleagues, customers, suppliers and shareholders

Communicating and Influencing

Exchanging information and ideas, both verbally and in writing, in a clear and concise manner appropriate for the audience in order to explain, persuade, convince and influence others to achieve the desired outcomes

Honesty, Integrity and Fairness

Demonstrating and supporting SITA's ethics and values.

Outcomes driven

Setting and striving towards outcomes for self and/or others, measuring and communicating performance and taking corrective action without hesitation when not reaching desired results

Planning and Organising

Developing, implementing, evaluating and adjusting plans to reach goals, while ensuring the optimal use of resources

Creative Problem Solving

Ability to identify problems, their root causes, interrelations between problems and find creative solutions to them

Managing People and Driving Performance

Ability to create an environment that is enabling and empowering others to contribute successfully to the organisation

Decision-making

Ability to apply own judgement and make bold decisions in the context of varied levels of risk and ambiguity

Responding to Change and Pressure

Is flexible and adapts positively, to sustain performance when the situation changes, workload increases, tensions rise or priorities shift

Interpersonal and Behavioural Competencies

Active listening

The ability to fully concentrate on what is being said rather than just passively 'hearing' the message of the speaker.

Attention to Detail

The ability to ensure information is complete and accurate.

Analytical thinking

Identifies issues; obtains relevant information, relates and compares data from different sources, and identifies alternative solutions.

Disciplined

Showing a controlled form of behaviour or way of working, diligently.

Resilience

The ability to effectively handle disappointment, rejection and set-backs while still working well and meeting deadlines.

Stress Management

The ability to keep functioning effectively when under pressure and maintain self control in the adversity.

Additional Requirements

N/A

How to apply

To apply please log onto the e-Government Portal: <http://www.eservices.gov.za/> and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on "Employment & Labour";
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access <http://www.eservices.gov.za/>, then follow the below steps:

1. Click on "Employment & Labour";
2. Click on "Recruitment Citizen";
3. Log in using your username and password;
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

For support, please send an email to: egovsupport@sitaco.co.za or Call: 0801414882

Closing Date : 01 Oct 2024

Disclaimer

SITA is an Employment Equity employer and this position will be filled based on Employment Equity Plan Correspondence will be limited to short listed candidates only Preference will be given to members of designated groups

- 1 If you do not hear from us within two months of the closing date, please regard your application as unsuccessful
- 2 Applications received after the closing date will not be considered Please clearly indicate the reference number of the position you are applying for
- 3 It is the applicant s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority SAQA
- 4 Only candidates who meet the requirements should apply
- 5 SITA reserves a right not to make an appointment
- 6 Appointment is subject to getting a positive security clearance, the signing of a balance score card contract, verification of the applicant s documents Qualifications , and reference checking
- 7 Correspondence will be entered to with shortlisted candidates only
- 8 CV s from Recruitment Agencies will not be considered.

*****NB: EMAILED CV'S WILL NOT BE ACCEPTED*****